

Instructions for Completing SF Form 110

Personal Services Contract Filing Face Sheet

BEFORE COMPLETING THIS FORM, review the OFM Policies and Regulations Manual, Part 4, Chapter 3, Section 1. Subsection 3 explains the personal service contract filing requirements. If you require assistance with this form or any other aspect of a contract for personal services, call the OFM Personal Service Contract Office at 360-664-7732, 664-7731, or 664-7730.

THIS FORM MUST BE COMPLETE: Incomplete filings may be returned to the issuing agency, with a corresponding delay in the commencement of the contract/amendment work.

Personal service contracts and amendments subject to filing with OFM include the following categories:

- (1) Sole source contracts/amendments of \$5,000-\$19,999.
 - Subject to OFM review.
 - Must be filed a minimum of ten working days prior to the proposed start date of services.
- (2) Sole source contracts/amendments of \$20,000 or more.
 - Subject to OFM review.
 - Must be filed a minimum of ten working days prior to the proposed start date of services.
- (3) Competitive contracts/amendments of \$20,000 or more for management consulting, organizational development, marketing, communications, employee training, and employee recruiting.
 - Subject to OFM review.
 - Must be filed a minimum of ten working days prior to the proposed start date of services.
- (4) Competitive contracts/amendments of \$20,000 or more for categories of services not included in (3) above.
 - Subject to OFM review.
 - Services may begin the day the filing is received at OFM or any day thereafter.
- (5) Contract amendments to sole source or competitive contracts which, when amended, total \$5,000 or more, and which result in the contract being greater than 50% of the original contract value and/or which significantly change the scope to work of the original contract or solicitation document.
 - Subject to OFM review.
 - Must be filed a minimum of ten working days prior to the proposed start date of services.
- (6) Emergency contracts of \$5,000 or more.
 - Subject to OFM review.
 - Must be filed within three working days following the date of execution or the commencement of services, whichever occurs first.

EXCEPTION: Institutions of higher education file only contracts or amendments which are funded from dollars which are "state funded". State funded for filing purposes means funded by dollars appropriated by the Legislature and/or allotted by the institution.

Specific Instructions

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| Item #3 | Enter the name of the agency designee to whom questions regarding this contract/amendment should be directed. |
| Item #6 | If consultant has not obtained a unified business identifier (UBI#), the consultant should be advised to apply for one. In general, with few exceptions, all persons, business entities, nonprofit organizations, etc., are to be registered with the Department of Revenue. |
| Item #8 | Indicate the appropriate filing category. <ol style="list-style-type: none">(1) If the contract was competitively procured or if this is an amendment to a competitively solicited contract, check the competitive box.(2) If the contract was procured as a sole source or if this is an amendment to a sole source contract, and if the contract amount is \$5,000 - \$19,999, singly or cumulatively, with the same contractor in a fiscal year, check the applicable sole source box.(3) If the contract was procured as a sole source or if this is an amendment to a sole source contract, and if the contract amount is \$20,000 or more, singly or cumulatively, with the same contractor in a fiscal year, check the applicable sole source box.(4) Emergency contract of \$5,000 or more.(5) Management-type Contract - Check this box when the filing is a sole source or competitive contract of \$20,000 or more, or an amendment for the following services: management consulting, organizational development, marketing, communications, employee training or employee recruiting.(6) Check this box if the filing is an amendment which singly or cumulatively exceeds 50% of the value of the original contract, or which substantially changes the scope of work of the original contract. Includes sole source or competitive contracts which, when amended total \$5,000 ore more. |
| Item #9 | Check this box to indicate the required justification is attached. OFM Policy 4.3.1.3, "Personal Service Contracts," provides an explanation regarding information to include in the filing justification by filing category. |
| Item #10b | When an amendment is filed, provide the previous filing serial number assigned by OFM. If filingn was not required prior to this amendment, indicate: "Not applicable." |

- Item #11** OFM will fill in this field, depending upon the date of filing, the category of the contract filed, and the applicable filing period.
- Item #12** Enter the contract completion date established by the new contract or the amendment.
- Item #14a** When filing a new contract, enter the total value of the contract.
- Item #14b** For filing a new contract, enter "0".
When filing an amendment, enter the amendment value.
- Item #14c** Enter the sum of item #4a plus Item #14b.
- Item #15** Enter the contract funding information specified.
The total of all funds shown must equal the contract maximum cost of item #14c.
- Item #16** Select the sub-object code most applicable to the type of service. Sub-object codes for personal services are:

CA	Management consulting
CB	Legal/expert witness services
CC	Financial services
CD	Computer/Information services
CE	Social research services
CF	Technical research services
CG	Marketing services
CH	Communication services
CJ	Employee training services
CK	Recruiting services
CZ	Other services

See OFM Policies and Regulation manual, Part 7, Chapter 2, Section 6, for a detailed explanation of each sub-object code category.

Filing

Submit all copies of the SF-110 form with attachments to OFM at the address below. (Effective 6/11/98, filings are not submitted to the Joint Legislative Audit and Review Committee.)

Office of Financial Management
Personal Service Contract Office
P.O. Box 43123
Olympia, WA 98504-3123
Physical Address: 6639 Capitol Blvd., Tumwater, WA

Submit electronic filings to: john.toohey@ofm.wa.gov.
The electronic SF-110 form may be obtained by calling the OFM Contract Office at: 360-664-7732 or 360-664-7731.



STATE OF WASHINGTON
**PERSONAL SERVICES CONTRACT
FILING FACE SHEET**

**SEE INSTRUCTIONS ON REVERSE SIDE OF PINK COPY.
ATTACH ADDITIONAL PLAIN PAPER SHEETS AS REQUIRED.**

OFM USE	Date Received	Filing Serial Number			
	Type of Filing	<input type="checkbox"/> M	<input type="checkbox"/> CM	<input type="checkbox"/> F	<input type="checkbox"/> SS
		<input type="checkbox"/> O	<input type="checkbox"/> T	<input type="checkbox"/> E	<input type="checkbox"/> C
		<input type="checkbox"/> K	<input type="checkbox"/> R	<input type="checkbox"/> _____	<input type="checkbox"/> Late

1. Agency Number 0405		2. Agency Name Washington State Department of Transportation		8. Type of Contract / Amendment Check one or more boxes as applicable. Further Instructions on back. <input type="checkbox"/> Competitive, \$20,000 or more <input type="checkbox"/> Emergency, \$5,000 or more <input type="checkbox"/> Sole Source, \$5,000-\$19,999 <input type="checkbox"/> Management-type Contract <input type="checkbox"/> Sole Source, \$20,000 or more <input type="checkbox"/> Amendment Greater than 50% of original contract amount or a substantial change to the contract scope of work. (Contract, when amended, is \$5,000 or more).	
1a. Agency Contract No.				9. <input type="checkbox"/> Justification Attached? Complete justification is required for contracts/amendments filed with OFM in all of the categories in Box 8. Refer to OFM Policy 4.3.1 to determine the information to include in the justification submitted to OFM.	
3. Agency Contact Person		4. Phone No.		10a. Contract Status <input type="checkbox"/> New <input type="checkbox"/> Amendment	
5. Contractor Selected (Business Name and Address)				10b. Previous OFM Filing Serial No. (If Amendment)	
6. UBI Number (Department of Revenue Registration Number)				11. Start Date of Contract / Amendment	
7a. Check applicable box below if any individual(s) working on this contract is: <input type="checkbox"/> A current Washington State Employee (If checked, complete 7b, 7c, 7d, and 7e) <input type="checkbox"/> A former Washington State Employee within the past two years. Termination Date: _____ (If checked, complete 7b, 7c, and 7d)				12. Contract Completion Date	
7b. Employee Name				13. Purpose of Contract / Amendment (For an new contract, thoroughly describe the purpose of the contract. For an amendment, describe the purpose of the amendment and reference the purpose of the original contract.)	
7c. Agency Where Currently or Previously Employed					
7d. Position Title					
7e. Executive Ethics Board Approval Note: Executive Ethics Board approval is required prior to start of work for contracts awarded to current state employees when the contract is either sole source or competitively awarded but only one proposal was received. If a current state employee, has Executive Ethics Board approval been received by contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No" is checked, explain why:				14a. Contract Value \$	
				15. State General Funds F \$ U N D I N G Federal Funds	
				\$	
				14b. Amendment Value	
				\$	
				14c. Total Contract Value (14a + 14b)	
				\$	
				16. Sub-Object Code	
				17. Does Contract Require a Final Written Report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
20. Agency Individual Responsible for Compliance with Legally Established Contract Filing Requirements. Name _____ Signature _____ Date _____ I certify by my signature above that the attached Contract/Amendment, if unsigned, is a true and final copy of the agreement between the parties.				OFM USE <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Review Name _____ Signature _____ Date _____	